Adoption Reports July, 2003

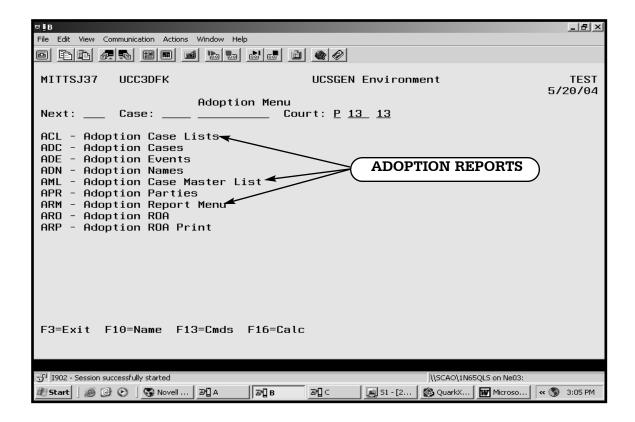
## **Adoption Reports**

Reports can be a useful tool in case file management.

The Trial Court System software has various reports available that can assist in your case file management.

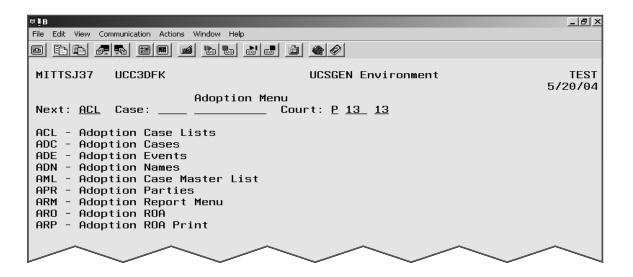
From the Adoption Menu (ADP), select one of the three report options.

- > Adoption Case List (ACL)
- > Adoption Master Case List (AML)
- > Adoption Report Menu (ARM)

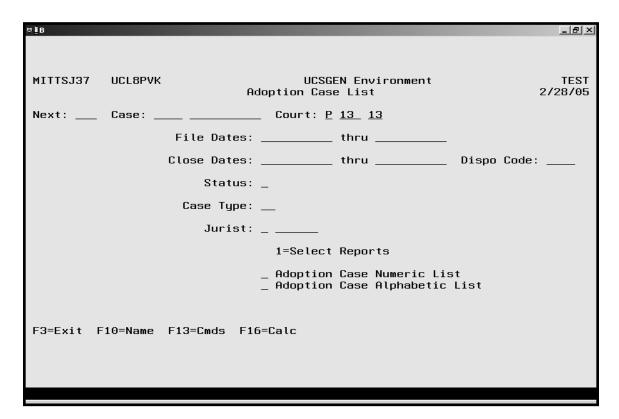


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## **Adoption Case List**



Enter  $\mathbf{ACL}$  at the transaction line and press  $\checkmark$  . This will display the  $\mathbf{Adoption}$   $\mathbf{Case}$   $\mathbf{List}$  selection menu.



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## **Adoption Case List Field Definitions**

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MITTSJ37 UCL8PVK	UCSGEN Environment TEST Adoption Case List 2/28/05
Next: Case: _	Court: P <u>13</u> <u>13</u>
	File Dates: thru
	Close Dates: thru Dispo Code:
	Status: _
	Case Type:
	Jurist:
	1=Select Reports
	_ Adoption Case Numeric List _ Adoption Case Alphabetic List
F3=Exit F10=Name	F13=Cmds F16=Calc

Filed Dates: The date the adoption case was filed. It is taken from the Filed Date field on

the Adotion Case screen.

Close Dates: The date the adoption case was closed (not finalized). It is taken from the

event of CLOC (Close Case) and is displayed at the Adoption Case screen.

Dispo Code: This is the disposition code used when adjudicating the adoption case. V

prompt for valid options

Status: The current status of the case (O=Open, A=Adjudicated, C=Closed,

I=Inactive, E=Evaluation, B=Both Open and Adjudicated). V prompt for valid options. If this field is left blank all status types will be printed.

Case Type: The case type(s) associated with the cases. V prompt for valid options.

Jurist: The Judge assigned to the case. If this field is left blank the report will print

for all Judges

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## **Adoption Case List Report Selection**

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MITTSJ37	UCL8PVK	UCSGEN Environment Adoption Case List	TEST 2/28/05
Next:	Case: _	Court: <u>P</u> <u>13</u> <u>13</u>	
		File Dates: thru	
		Close Dates: thru Dispo Code	»:
		Status: _	
		Case Type:	
		Jurist:	
		1=Select Reports	
		_ Adoption Case Numeric List _ Adoption Case Alphabetic List	
F3=Exit	F10=Name	F13=Cmds F16=Calc	

There are two report options for the Adopition Case LIst

Adoption Case Numeric List Adotion Case Alphabetic List The report will print in case number sequence The report will print in alphabetical sequence (this will include all parties associated with the case.

To run the desired report, select 1 next to the report you want to run and press <ENTER>

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